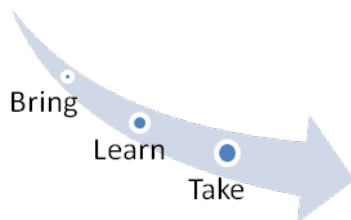


# Workshop Agenda

## Provided by:

U.S. Environmental Protection Agency (EPA)  
Office of Grants and Debarment (OGD)  
Office of Small Business Programs (OSBP)  
Partnership for Environmental Technology Education (PETE)  
Advanced Technology Environmental and Energy Center (ATEEC)

## Tribal, U.S. Territory and Insular Areas Administrative and Financial Guidance for Assistance Agreements



**BRING** a copy of your Assistance Agreement Award and your questions.

**LEARN** how to manage EPA assistance agreement awards.

**TAKE** guidance manuals, regulations, tips, and tools.

**EPA Region 9**  
**75 Hawthorne St.**  
**San Francisco, CA**

**March 30-31, 2011**

- Module 1: How it All Starts: The Grant Application Process - application process, EPA's approval process, application package, grant recipient and EPA roles
- Module 2: Assistance Agreement Awards - the award, managing the process
- Module 3: Binding Agreements - application and review process, terms and conditions
- Module 4: Grants Management Systems - required systems, systems implementation, internal review and approval process, policies and procedures
- Module 5: Administrative System Components - personnel, payroll, travel, procurement and purchasing, price & cost analysis, In-kind contributions
- Module 6: Financial System Requirements - financial system requirements, essential components
- Module 7: Accounting Policies and Procedures - accounting requirements, internal controls, documentation, budget controls, cost principles, cash management
- Module 8: Source Documentation for Procurement and Purchasing - expensing, procurement system, purchasing process, cost sharing and valuation
- Module 9: Disadvantaged Business Enterprises (DBEs) - fair share objectives, good faith efforts
- Module 10: Assistance Agreement Monitoring and Closeout - reporting and monitoring, financial reporting

WEDNESDAY

March 30, 2011

TIME	TOPIC	PRESENTATION	TRAINER
A.M.			
9:00	<b>Introductions</b>	Intro	Steve Fenton
9:30	<b>The Grant Application Process</b>	Module 1	Steve Fenton
10:30	<b>Break</b>		
10:45	<b>Assistance Agreement Awards</b>	Module 2	Kirk Laflin
11:30	<b>Break</b>		
11:45	<b>Binding Agreements</b>	Module 3	Kirk Laflin
12:30	<b>LUNCH</b>		
P.M.			
1:30	<b>Grant Management Systems</b>	Module 4	Steve Fenton
2:30	<b>Break</b>		
2:45	<b>Administrative System Components</b>	Module 5	Steve Fenton
3:45	<b>Break</b>		
4:00	<b>Financial System Requirements</b>	Module 6	Kirk Laflin
5:00	<b>Adjourn</b>		

THURSDAY

March 31, 2011

TIME	TOPIC	PRESENTATION	TRAINER
A.M.			
9:00	<b>Review/Q&amp;A</b>	Q & A	Kirk Laflin
9:30	<b>Accounting Policies and Procedures</b>	Module 7	Steve Fenton
10:45	<b>Break</b>		
11:00	<b>Source Documentation for Procurement and Purchasing</b>	Module 8	Kirk Laflin
12:00	<b>LUNCH</b>		
P.M.			
1:00	<b>Disadvantaged Business Enterprises</b>	Module 9	Steve Fenton
2:30	<b>Break</b>		
2:45	<b>Assistance Agreement Monitoring and Closeout</b>	Module 10	Kirk Laflin
4:00	<b>Questions, Evaluations, Wrap-up</b>		
4:30	<b>Adjourn</b>		

Questions? Please contact Veronica Swann at [swann.veronica@epa.gov](mailto:swann.veronica@epa.gov) or (415) 972-3699.